



Classroom Aide, Early Learning Center
28 hours/week, non-union, at-will position

Positions Summary:

The Classroom Aide is responsible for assisting in providing students with a first class learning experience, contributing to their development and preparing them for a successful school career.

Required Qualifications:

- Minimum of a high school diploma or the equivalent
- Certification in CPR and First Aid (or willing to obtain)

Preferred Qualifications:

- Experience with early childhood/preschool children, particularly with at-risk children
- Work effectively, make decisions, and problem solve collaboratively within a team
- Work well with diverse families and engage parents as full partners in their child's learning
- Strong communication and interpersonal skills to effectively interact with students, parents, and teachers
- Spanish speaking ability

Required Responsibilities:

- Follow the daily schedule as outlined in the curriculum and program guidelines
- Must have demonstrated ability to speak, understand, read and write in English fluently
- Monitor behavior and support the educational process in the classroom
- Regular and reliable attendance
- Perform other duties as assigned

Physical Requirements:

Employee must be capable of performing physical demands of the job, including but not limited to lifting, bending, stooping, squatting, and standing for long periods of time. Work environment has a raised noise level.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Conditions of Employment:

Pending approval by the Board of Education and satisfactory completion of pre-employment background and criminal history checks. This program and related positions are conditional upon approval of Child Care program licensing.

Employment Date: 2026-2027 School Year.

Employment Type:

School year position, following program calendar. Monday-Thursday.

Hourly rate & Fringes: \$14.50-\$15.50 /hour

Posting Date: October 8, 2026

Application Deadline: Until filled

To apply, fill out the application on our website:

<https://www.mc-isd.org/departments/human-resources/employment/>

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.